
S.C. STATE CREDIT UNION
Payroll Deduction Authorization

Name

Employee ID#

Paycheck Date

Last 4 digits SSN

Start Change Stop

Clemson University

I hereby authorize a total deduction of \$_____ to be sent to SC State Credit Union each pay period, with the exception of 3rd pay periods when deductions are not taken. I will contact the credit union, if the deduction should be separated among different accounts.

Phone # _____ Date _____

Signature

[Revised 02/2008](#)

Membership in the SC State Credit Union and payroll deductions for savings accounts are available to all regular full-time employees of Clemson University. Detailed information relating to Credit Union membership and application forms may be acquired by visiting one of the SC State Credit Union offices.

S.C. State Credit Union Membership Requirements.

1. Must be employed by the State of South Carolina (Clemson University) or be a spouse or dependent of a State employee.
2. Must make an initial savings account deposit of at least \$5.00 and sign up for payroll deduction.
3. Must complete an application form, attach a check or money order to the form for the membership fee, and initial deposit and forward to the SC State Credit Union, Clemson, SC 29631, or visit one of the SC State Credit Union offices.

Clemson University Requirements and Procedures for Credit Union Payroll Deductions:

1. Credit Union deductions will be sent to the SC State Credit Union only.
2. Deductions are made only on the first and second pay days of the month.
3. Authorization forms must be received in HR Payroll by Wednesday following payday to be entered for the next payday.
4. **Deductions are sent to the credit union by SSN not by account number, and deposited to the first savings account under your SSN. Therefore if deductions are to be split up between different accounts, a form must be completed at the Credit Union to specify the distribution.**
5. Net checks may be direct deposited to your Credit Union checking account with a signed authorization. (See Direct Deposit Policy) **Please do not use this form for direct deposit.**

Note: Your net check can only be deposited to one location. Ability to deposit into a Credit Union checking account is not in addition to another elected checking account.